



**FEDERAL MEDIATION AND CONCILIATION SERVICE**  
**2100 K STREET NW**  
**WASHINGTON, DC 20427**  
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**GEORGE H. COHEN**  
**DIRECTOR**

June 28, 2010

Dear Colleagues:

I write to reaffirm that it is the policy of the Federal Mediation and Conciliation Service (FMCS) to promote equality of opportunity for all employees and a workplace free of discrimination and harassment. Adherence to equal employment principles is critical to the success of FMCS's operations and the fulfillment of its mission.

As Director, my goal is to provide a workplace that respects the dignity and worth of each individual. Any form of discrimination or harassment is inconsistent with this goal. It is equally important to me to fully utilize the capabilities of every employee, and to provide an accessible workplace for individuals with disabilities. To accomplish these goals, managers shall take positive steps to create a supportive and fair work environment, and all employees shall treat their coworkers professionally and with respect.

Please review the attached, revised EEO policy and procedures. Each and every one of us must do our part to support equal employment opportunity at FMCS. I know that together we can achieve this important goal.

Sincerely,

George H. Cohen

Attachment